

# AETiC: Detailed Formatting Instructions

(Version: 17022021)

<b>1</b>	<b>Page Layout</b>
<b>1.1</b>	Paper Size: A4 (W: 21 cm and H: 29.7 cm)
<b>1.2</b>	Margins: Top (2.5 cm), Left (2.5 cm), right (1.9 cm), Bottom (1.9 cm)
<b>2</b>	<b>Headers and Footers</b>
<b>2.1</b>	Header and Footer information included in the template should NOT be removed.
<b>2.2</b>	Make sure that the “Different first page” should be checked, since the first page header and footer are different than those of the other pages.
<b>2.3</b>	Position: Header from Top (1.27 cm) and Footer from Bottom (1.27 cm)
<b>2.4</b>	Authors need to update the information (in green texts) on the first page footer with the names of the authors as well as the article title. Any information in yellow texts, will be updated by the editorial office.
<b>2.5</b>	Authors name should appear as they are stated in the Authors’ Affiliation section, without any superscripts.
<b>3</b>	<b>Article Title</b>
<b>3.1</b>	Font: Palatino Linotype, Font Size: 24, Alignment: Centred, No Indentation, No Spacing.
<b>3.2</b>	The title should be expressed in Title Case i.e. all words are capitalised, except non-initial articles like “a, the, and”, etc.
<b>3.3</b>	Keep the title as short as possible, preferably within 10-12 words.
<b>4</b>	<b>Extra Line Breaks</b>
<b>4.1</b>	Extra Blank Line - Font: Palatino Linotype, Font Size: 10, Alignment: Centred, No Indentation, No Spacing.
<b>4.2</b>	Extra Blank Line should be only used after the title, after the correspondence author and after the keywords (i.e. before the separating line)
<b>4.3</b>	There should not be any other extra line break throughout the whole article.
<b>5</b>	<b>Authors’ Affiliation Section</b>
<b>5.1</b>	Full names of the authors need to be included. Do not state initials for first names. Initials for the middle names are acceptable.
<b>5.2</b>	First name should be mentioned first, followed by middle names (if any) and then the last name.
<b>5.3</b>	There should be an “and” before the name of the last author. The “and” should not be preceded by any comma (,).
<b>5.4</b>	Only “eligible” authors should be included in this section, who has significant contributions in the actual research (not to confused with financial or other contributions). AETiC is very strict regarding inclusion of sleeping authors. If there are more than five authors, a “detailed” justification should be provided at the end of the article in the form of “contribution” section – clearly indicating the contributions of each authors and demonstrating how their inclusion as an author is justified.
<b>5.5</b>	There should not be more than one corresponding author. Maximum two can be allowed in mitigating circumstances, with approval from AETiC editorial board.

5.6	For list of authors, Font: Palatino Linotype, Font Size: 11, Alignment: Centred, No Indentation, Spacing: Before (0), After (6 pt.) and Line Spacing (Single).
5.7	For affiliations, Font: Palatino Linotype, Font Size: 10, Alignment: Centred, No Indentation, No Spacing before and after with Line Spacing: Single.
5.8	For email IDs, Font: Palatino Linotype, Font Size: 9, Alignment: Centred, No Indentation, No Spacing before and after with Line Spacing: Single.
5.9	Email IDs need to be semi-colon(;) separated. The semi-colons should not be underlined.
5.10	Institutional email IDs are preferred over personal email IDs.
5.11	Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization).
5.12	For affiliations the names of the university/institution, city and country are enough – no need to mention other information such as department.
5.13	Affiliations should be indicated by the use of numbered superscripts without any space – after the authors’ names as well as before the matching names of the universities/institutions.
5.14	If there is only one author or all the authors are from the same organisation, there is no need for the numbered superscripts.
5.15	Corresponding authors should be indicated by superscripted star (*) after the corresponding author’s name and then mentioning the respective email ID after in the last line of the authors affiliation section (e. g. *Correspondence: <a href="mailto:xyz@zyx.org">xyz@zyx.org</a> ). For single authored article, there is no need to indicate corresponding author.
5.16	Multiple affiliations of the same author, including corresponding authorship, should be expressed in comma (,) separated superscripts.
<b>6 Article Type</b>	
6.1	Article Types: Research or Review
6.2	The article type should be clearly indicated on the top left of the article title, as shown in the template.
6.3	Font: Palatino Linotype, Font Size: 10, Alignment: Left, No Indentation, Spacing: Before (12 pt.), After (0) and Line Spacing (Single).
<b>7 Date Section</b>	
7.1	Font: Palatino Linotype, Font Size: 9, Alignment: Left, Indentation: Left (0.2 cm), Spacing: Before (0), After (0) and Line Spacing (Single).
7.2	Authors may insert/update the date of submission in the “Received” field. Other dates will be inserted/updated by the editorial office.
<b>8 Abstract</b>	
8.1	Abstract heading should be followed by a colon (:) and without any line break.
8.2	Palatino Linotype, Font Size: 10 (for title) and 9 for texts, Bold, Alignment: Justified, No Indentation, No Spacing.
8.3	Abstract should be between 250-350 words.
8.4	There should not be any citation in the abstract.
<b>9 Keywords</b>	
9.1	Palatino Linotype, Font Size: 10 (for title) and 9 for texts, Bold, Alignment: Justified, No Indentation, Spacing: Before (12 pt.) and After (0 pt.), Line Spacing: Single.
9.2	Keyword Texts, <u>not</u> the title, should be in Italic.
9.3	Minimum four keywords are required
9.4	Keywords need to be alphabetically arranged

9.5	Keywords need to be semi-colon (;) separated, without any full-stop (.) at the end.
9.6	The solid separating line after the keywords should not be removed.
10	<b>Headings and Subheadings</b>
10.1	Should be chronologically numbered by Arabic numerals followed by full-stop (.) such as 1., 2., 1.1., 1.2., 1.2.1., 1.2.2. etc., upto the third level. No numbering is required after third level.
10.2	Headings should not be followed by any full-stop (.) or colon (:)
10.3	The heading title should be expressed in Title Case i.e. all words are capitalised, except non-initial articles like “a, the, and”, etc.
10.4	If there are headings more than the third level, they should be formatted as ordinary text but in bold, followed by colon (:)
10.5	Any letters or Roman numbers, such as A., B., a., b., i., ii., etc., are not acceptable for numbering headings or sub-headings.
10.6	For first level headings, Font Size: 10, Bold, Alignment: Left, No Indentation, Spacing: Before (12 pt.) and After (6 pt.), Line Spacing: Single.
10.7	For second level headings, Font Size: 10, Bold, Alignment: Left, No Indentation, Spacing: Before (12 pt.) and After (6 pt.), Line Spacing: Single.
10.8	For third level headings, Font Size: 10, Bold, Alignment: Left, No Indentation, Spacing: Before (6 pt.) and After (0 pt.), Line Spacing: Single.
10.9	If there are two headings together (e. g. a first level heading is immediately followed by a second level heading or a second level heading is immediately followed by a third level heading), the later should be without any spacing (before).
10.10	Headings should <u>not</u> be auto-numbered.
10.11	Headings should be reasonably short and should not be more than one line.
10.12	To avoid orphan headings, “Keep with next” should be checked.
11	<b>Body Texts</b>
11.1	All the paragraphs, regardless of level as per the headings, should be in consistent in style i.e. Font: Palatino Linotype, Font Size: 10, Alignment: Justified, No Indentation with Special (First line 0.75 cm), No Spacing.
11.2	In the body text, tables and figures should be referred as Table 1 and Figure 2 etc.
12	<b>Figures</b>
12.1	Figures should be formatted as – Alignment: Centred, no Indentation, Spacing: Before (3 pt.), After (0 pt.) and Line Spacing (Single), Layout Option: In Line with Text.
12.2	Figures should be clearly readable when printed on an A4 size paper.
12.3	Figures should not be pixelated and maintain good aspect ratio.
12.4	Any extra white spaces around the edge of the figures should be carefully trimmed.
12.5	Figure legends should be underneath the figures.
12.6	Palatino Linotype font of size 9 should be used for the figure legends - Alignment: Centred; no Indentation; Spacing: Before (0), After (3), Line Spacing (Single).
12.7	“Figure X.” should be in bold, while rest of the other texts should be normal. X should be replaced by figure number.
12.8	Figures should be numbered in chronological order i.e. following the order they appear in the article.
12.9	Figures copied from other sources must have citation after the legend.
12.10	Tables images copies from other sources should not be used a figure.

13	<b>Tables</b>
13.1	Table legends should be above the tables.
13.2	Palatino Linotype font of size 9 should be used for the table legends - Alignment: Centred; no Indentation; Spacing: Before (3), After (0), Line Spacing (Single).
13.3	“Table X.” should be in bold, while rest of the other texts should be normal. X should be replaced by figure number.
13.4	Table texts should be formatted as – Alignment: Justified, no Indentation, Spacing: Before (0), After (0 pt.) and Line Spacing (Single), Font: Palatino Linotype, Font Size: 8.
13.5	Tables should be numbered in chronological order i.e. following the order they appear in the article.
13.6	Images copied from other sources should not be used as table i.e. tables should be textual.
14	<b>Algorithms</b>
14.1	Algorithm legends should be above the algorithms.
14.2	Palatino Linotype font of size 9 should be used for the algorithm legends - Alignment: Centred; no Indentation; Spacing: Before (3), After (0), Line Spacing (Single).
14.3	“Algorithm X.” should be in bold, while rest of the other texts should be normal. X should be replaced by figure number.
14.4	Algorithm texts should be formatted as – Alignment: Justified, no Indentation, Spacing: Before (0), After (0 pt.) and Line Spacing (Single), Font: Palatino Linotype, Font Size: 8.
14.5	Algorithms should be numbered in chronological order i.e. following the order they appear in the article.
14.6	Images copied from other sources should not be used as algorithms i.e. algorithms should be textual.
15	<b>Equations</b>
15.1	Images copied from other sources should not be used as equations i.e. equations should be textual.
15.2	Equations should be inserted using “Equation” tool under the “Insert” tab of MS Word.
15.3	Equations texts should be formatted as – Alignment: Justified, Indentation: Left (0.75 cm), Right (0), Spacing: Before (0), After (3 pt.) and Line Spacing (Single), Font: Cambria Math, Font Size: 11.
15.4	Equations should be numbered in chronological order i.e. following the order they appear in the article.
15.5	Equation numbers should be right aligned, preferably using spaces.
16	<b>Acknowledgement</b>
16.1	Heading style should be same as the first level heading but without being numbered. (See section 10)
16.2	Texts should be formatted as ordinary body texts. (See section 11)
16.3	This section is intended for stating any funding sources or to mention the contribution of someone who “actually” helped in conducting the research but does not qualify as an author. Nothing else should be included in this section.
17	<b>Conflict of Interest</b>
17.1	Heading style should be same as the first level heading but without being numbered. (See section 10)
17.2	Texts should be formatted as ordinary body texts. (See section 11)
17.3	If there is no conflict of interest to declare, this section is not needed.

18	<b>Note</b>
18.1	Heading style should be same as the first level heading but without being numbered. (See section 10)
18.2	Texts should be formatted as ordinary body texts. (See section 11)
18.3	This section can be optionally used to declare anything that needs the authors attention. Otherwise, it can be ignored.
19	<b>References</b>
19.1	References should strictly adhere to the IEEE Reference Order style, as shown in the template.
19.2	AETiC follows British style of referencing – the comma after the title of any article should be outside the quotation marks – not before the ending quotation mark.
19.3	References should include as much information as possible such as volume, issue, page numbers, DOI, ISBN/ISSN, publisher, country etc. Particularly, the DOI is very important. References with incomplete information are not acceptable.
19.4	DOIs should not be used as URLs and vice versa.
19.5	References should be in the order of their citation, starting from [1].
19.6	“ <i>et al.</i> ” should be mentioned exactly as it is stated here. It should be in <i>italic</i> font.
19.7	Wikipedia or similar other sources should not be used as reference.
19.8	URLs to online materials do not qualify as references. They should rather be used as footnote, using MS Word’s “Insert Footnote” tool under “References” tab. (See section 20)
19.9	References should be auto numbered.
19.10	For articles having upto five authors, the names of all the five authors should be included – use of “ <i>et al.</i> ” is not acceptable. There should be an “and” before the name of the last author. The “and” should not be preceded by any comma (,).
19.11	For articles having more than five authors, the first five authors should be mentioned and then it should be followed by “ <i>et al.</i> ”. There should not be any “and” or comma (,) before “ <i>et al.</i> ”.
19.12	For in-text citations in the body of the article, authors’ names can also be used along with numbered citation, such as “Abc and Xyz [1] stated that ...”, without any comma (,) before the “and”. In such cases, only the surnames should be mentioned, NOT first names. For more than two authors, only the mention of the first author’s surname is required, followed by “ <i>et al.</i> ” in Italic.
19.13	Full names of the authors need to be included. Do not simply state initials for first names. Only exception is when the original article does not state the full names of the authors.
19.14	First name should be mentioned first, followed by middle names (if any) and then the last name.
19.15	For a review article, the reference list should include no less than 50 articles – including key references in the domain as well as the recent ones.
19.16	For a research article, the reference list should include no less than 20 articles – including key references in the domain as well as the recent ones.
19.17	References to any articles in the pre-print servers, such as arXiv, SSRN etc., is only acceptable for the recently published ones. Articles older than six months should rather refer to the version originally published in the journal/conference.
19.18	Palatino Linotype font of size 9 should be used for the list of references - Alignment: justified; Indentation: Left (0), Right (0), Special (Hanging by 0.63 cm); Spacing: Before (0), After (0), Line Spacing (Single).
19.19	Reference heading should be similar to other regular heading but without having any heading number. (See section 10)

19.20	Full names of the journals/conferences need to be mentioned. Abbreviations are not allowed.
19.21	Stacked references, such as [21,22,23,24], should be hyphenated, such as [21-24].
19.22	Reference to any degree thesis is only acceptable if it is available online. Authors need to provide online URL for such references or completely remove them.
19.23	Each reference should end with full-stop (.)
20	<b>Footnotes</b>
20.1	Footnotes should be created using “Insert Footnote” under “References” tab of MS Word.
20.2	Footnote texts should be formatted as – Alignment: Justified, no Indentation, Spacing: Before (0), After (0 pt.) and Line Spacing (Single), Font: Palatino Linotype, Font Size: 8.
21	<b>Copyright Information</b>
21.1	The copyright information, at the end of the list of references, should NOT be removed or altered.
22	<b>Spelling Convention</b>
22.1	AETiC prefers British convention for spelling and other related matters. However, any other conventions for spelling is acceptable. That being said, authors need to be consistent throughout the whole article i.e. mixed conventions are acceptable.